



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FAMILY SERVICES OFFICE SUPERVISOR

Job Number: 20001140

Job Code: 62600V160916

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/01/1986

Job Revised: 09/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$20,923 - Hourly

\$3,400.00 - 37.5 Hr. Monthly Salary

\$3,626.66 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides the first line of supervision to employees engaged in the delivery of family-based services; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

A master's degree in social work, sociology, psychology or a related field.

#### **EXPERIENCE:**

Must have four years of professional social work experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns, supervises and evaluates the work of a group of employees responsible for providing family based services, intake services and/or recruitment and certification services to eligible clients and determines the operational and office procedures of a specified group of employees in accordance with departmental policy. Assesses training needs and makes recommendations for providing appropriate formal training as well as providing on-the-job training. Develops job standards and evaluates staff in terms of those standards. Assigns cases and provides case supervision. Reviews and monitors operations. Conducts staff meetings to interpret policies, procedures, progress reports and other phases of the family-based services programs. Works closely with unit personnel to provide guidance and counseling on the more complex and difficult cases. Is responsible for monitoring expenditures. Submits reports to the immediate manager and central office as required. Interviews prospective employees, confers with problem employees/recommends appropriate disciplinary actions and recommends employees for salary increases. Develops and maintains working relationship with local, state and federal officials to further coordinate community efforts for meeting the needs of clients and their families.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in the job title typically perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*